

Application for Admission

Please note, that we will only admit children living within the administrative area of the **City of Göttingen**.



Earliest possible date of admission _____

You can mark with a cross several of our childcare centers and you can indicate your preferences.	
<input type="checkbox"/> Krippe am Campus,	Kreuzberggring 46, (1 – 3 years)
<input type="checkbox"/> Kita Theodor-Heuss-Straße	Theodor-Heuss-Str. 21
<input type="checkbox"/> Nursery group, (1 – 3 years)	<input type="checkbox"/> Kindergarten (3 – 6 years)
<input type="checkbox"/> Krippe am Wall,	Geiststr. 5 a, (1 – 3 years)
<input type="checkbox"/> Kita am Nordcampus,	Justus von Liebig-Weg 6
<input type="checkbox"/> Nursery (1 – 3 years)	<input type="checkbox"/> Kindergarten (3 – 6 years)
<input type="checkbox"/> Krippe im ATW,	Albrecht-Thaer-Weg 6, (1 – 3 years)
<input type="checkbox"/> Krippe Gosslerstr.	Gosslerstr. 15, (9 months – 3 years)

For our child:

Family (second) name _____ Christian (first) name _____ Date of birth _____ Nationality _____ Sex Female Male divers

Address (Your principal residence must be in Göttingen!):

Phone: _____

E-mail: _____

(Please state your e-mail address so that we can contact you in order to confirm receipt of your Application for Admission or to request more information, if required.)

Child's parents

	Family (second) name	Christian (first) name	Date of birth	Nationality
Parent	_____	_____	_____	_____
Parent	_____	_____	_____	_____

Are you a single parent/single legal guardian? yes no

Address/Phone (if different from above): _____

Child's brothers and sisters

Family (second) name	Christian (first) name	Date of birth	Nationality
_____	_____	_____	_____
_____	_____	_____	_____

Who looks after the child's brothers and sisters (person and/or institution)?

Please turn over →

Further information (please add appropriate proof in writing!)

	Parent		Parent	
Are you currently enrolled as a regular student?	<input type="checkbox"/> yes *	<input type="checkbox"/> no	<input type="checkbox"/> yes*	<input type="checkbox"/> no
Are you currently doing a doctorate (PhD)?	<input type="checkbox"/> yes *	<input type="checkbox"/> no	<input type="checkbox"/> yes *	<input type="checkbox"/> no
*Please add your certificate of enrolment/ confirmation, that you are currently in a doctorate				
Are you a staff member of the Studentenwerk Göttingen?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are you a staff member of the University/HAWK/PFH?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are you currently working for another employer or enrolled in any courses regarding vocational training/ school education/German language courses? Where (employer/school/institute, address)?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no
	_____	_____	_____	_____
	_____	_____	_____	_____

Please note that incomplete information or missing proof in writing as required above will make your application invalid!

I hereby confirm to have provided all details fully, complete, correct, and to the best of my knowledge. I am aware that any false information stated will result in immediate cancellation of contract.

The Studentenwerk Göttingen and the parent's association assure to treat all information strictly confidential.

I am/We are aware, that nursery care is liable to charges to be paid by the child's parents/legal guardian(s) (We will charge a monthly fee and food allowance amounting to a sum between 243,00 Euro and 730,50 Euro. The exact price will depend on the applicable institution and level of charges).

NOTE: Upon admission of your child in one of our institutions, the parent(s)/legal guardian(s) must agree with the guidelines, memorandum/ordinance and educational concept of the respective day care institution. A copy of our guidelines will be provided upon submission of contract. On request, we will provide you with a copy at an earlier date.

Kindly take notice of our declaration of consent.

Please fill in the attached declaration of consent to the processing of the data (see additional information sheet on Art. 13 of the General Data protection Regulation).

Place, Time

Signature(s) of parent(s)/legal guardian(s)

Return to sender: Studentenwerk Göttingen, Verwaltung der Kindertagesstätten,
Platz der Göttinger Sieben 4, 37073 Göttingen, Germany
Or scan it and send it to: kinderbetreuung@studentenwerk-goettingen.de

Version: 04/2020

Declaration of consent

The personal data provided (name and surname of the parents and the child and, if applicable, the siblings, address, details of studies or professional activity/activity of the parents, bank data) are used exclusively for the fulfilment of the award procedure. These data are known to the Studentenwerk Göttingen, Stiftung öffentlichen Rechts, Platz der Göttinger Sieben 4, 37073 Göttingen. Only the necessary data will be transmitted to third parties, of this in necessary for their and our business interests (see information sheet an Art. 13 of the General Data Protection Regulation).

We ask for your consent to the processing of the data. The consent is completely voluntary and revocable at any time with effect for the future (the data processing before the revocation remains legal). If the consent is not granted or revoked, it is not possible to award a day care centre place for your child.

If in doubt, please contact our external data protection officer, Mr. Florian Hallaschka, Goßlerstr. 5/7, 37073 Göttingen, datenschutzbeauftragter@uni-goettingen.de

The competent supervisory authority is the State Commissioner for Data Protection Niedersachsen, Prinzenstraße 5, 30159 Hannover, Tel. 0511-120-4500, poststelle@ldf.niedersachsen.de.

With my signature, I declare my consent to the collection and processing of my personal data in the Studentenwerk Göttingen Stiftung öffentlichen Rechts.

Place

Name, Surname

Signature

Information sheet on Article 13 of the EU General Data Protection Regulation

The following information must be provided to you in accordance with Article 13 of the EU General Data Protection Regulation (GDPR, Regulation (EU)2016/679) when collecting personal data:

- to Art. 13 para. 1 a) and b):

Responsible for the collection and processing of personal data: name and surname of the parents and the child and, if applicable, the siblings, address, details of studies or employment/professional activity of the parents, bank data is the Studentenwerk Göttingen Stiftung öffentlichen Rechts, Platz der Göttinger Sieben 4, 37073 Göttingen [in the following: Studentenwerk Göttingen]. The concrete data-processing body is the department of day-care centres in the house of Studentenwerk Göttingen.

Data Protection Officer of the Studentenwerk Göttingen ist Mr. Florian Hallaschka, Goßlerstr. 5/7, 37073 Göttingen, email: datenschutz@uni-goettingen.de.

- To Art. 13 para. 1 c):

The collection of personal data is required because the data is needed for the allocation of a place in the day care centres. This is based on your consent in accordance with Art. 6 (1) (a) GDPR. (legal basis)

- To Art. 13 para. 1 e):

The personal data will be processed further and transmitted to other competent bodies as follows:

Departments and sections of the Studentenwerk Göttingen:

- Accounting; Use of personal data for all payments of parental contributions.
- Information technology: Use of personal data for the operation of the infrastructure required for data processing.

Third parties:

- Family Service of the Georg-August-Universität: In case of eligibility (university employee) to a place in the nursery at the Northcampus
- City of Göttingen: In the case of entitlement to economic youth welfare and assessment of the contribution level.
- Youth Office of the City of Göttingen: Report in case of child endangerment.
- State of Niedersachsen: To determine the annual national statistics and to request the financial aid to maintain the day care centres
- GWDG mbH, Am Faßberg 11, 37077 Göttingen: Storage of backups

- To Art. 13 para. 2 a):

The storage duration of the data varies. The waiting list is checked annually with the parenthood on actuarially. The storage duration can be individually requested here. When a place is allocated, the data is stored for ten years. In any case, personal data will be deleted as soon as it is no longer needed. Wherever possible, the data will be anonymized.

- To Art. 13 para. 2b):

The data subject has a right of access towards the Studentenwerk Göttingen regarding the personal data concerning them and, if necessary, for correction, deletion or restriction of the processing of this data (as far as there is no legal necessity to transmit the data, e.g., state statistics) and a right of objection against processing and any right to data transfer.

- To Art. 13 para. 2c):

As far as the data processing is based on your consent, you always have the right to revoke the consent. The data processing until then remains legal, the revocation applies only to the future.

- To Art. 13 para. 2 d):

The data subject has a right of appeal to the State Commissioner for Data Protection Niedersachsen, Prinzenstr. 5, 30159 Hannover, Email: poststelle@lfd.niedersachsen.de.

- To Art. 13 para. 2 e):

The provision of data by you may be mandatory. You will be informed about this in individual cases.

- To Art. 13 para. 3:

If it is intended to process the personal data for a purpose other than that for which it was originally collected, then the Studentenwerk Göttingen will provide the data subject with information about this other purpose and all other relevant information prior to such further processing.